



DEPARTMENT OF THE ARMY
104th AREA SUPPORT GROUP
Unit 20193, Box 0001
APO AE 09165

REPLY TO
ATTENTION OF

AETV-HUG-DGC

1 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 104th Area Support Group (ASG) External Standing Operating Procedures (SOP) for the Central Issue Facility

1. **PURPOSE:** This SOP assigns responsibilities, prescribes general policies, and outlines operating procedures for Organizational Clothing and Individual Equipment (OCIE) at CIFs located within the 104th ASG area of responsibility.

2. **REFERENCES:**

- a. AR 710-2
- b. AR 735-5
- c. DA PAM 710-2-1
- d. USAREUR Regulation 710-2-1
- e. CTA 50-900
- f. AR 25-400-2
- g. TM 10-8400-201-23
- h. FM 21-12
- i. FM 21-15

3. **APPLICABILITY:** This SOP is applicable to all units and organizations supported by Central Issue Facilities within the 104th ASG.

4. **MISSION:** The mission of the 104th ASG CIFs is to operate issue points for OCIE in support of all tenant units within their supported community. To accomplish this mission, the CIF requisitions, receives, stocks, accounts, classifies exchanges, provides repair of selected items, maintains records and publishes operational procedures.

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5. LOCATION: The 104th ASG has five main CIFs:

- a. Hanau, Bldg. 15, Pioneer Kaserne, DSN: 322-8137 (PBO) / 322-8159 (MGR)
- b. Giessen, Bldg. 119, US Army Depot, DSN: 322-8137 (PBO) / 343-8031(MGR)
- c. Friedberg, Bldg 3624, Ray Barracks, DSN 322-8137 (PBO) / 324-2036 (MGR)
- d. Baumholder, Bldg. 8716, Smith Barracks, DSN 485-7470 (PBO) / 485-6273 (MGR)
- e. Wiesbaden, Bldg. 1039, Wiesbaden Air Base, DSN: 485-7470 (PBO) / 337- 5183 (MGR)

(Note: *The hours of operation are indicated in Appendix A).*

6. RESPONSIBILITIES:

a. SCOPE:

(1) Military personnel in the Army have responsibility for the proper care and safekeeping of property issued to them and in their custody. A signed hand receipt (i.e. DA Form 3161, DA Form 2062, DA Form 3645) is true evidence of property responsibility.

(2) Responsibility can also be incurred based on possession of the property or the scope of the individual's duties or employment regardless of whether or not he/she has signed a hand receipt. When property becomes lost, damaged, or destroyed, adjustment documents must be initiated to account for the property and/or to obtain relief from responsibility and accountability.

(Note: *See Appendix B)*

b. OPERATION:

(1) The CIFs are elements of the 104th ASG Directorate of Logistics, but are operated by the Base Support Battalions (BSBs) in accordance with applicable regulations, directives and policies set forth by governing military authority.

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(2) The stockage of OCIE in the CIFs is assigned within USAREUR Regulation 710-2-1, prescribing mandatory minimum allowance requirements. Automated OCIE records/DA Forms 3645 / 3645-1, are used to record OCIE transactions of issues, turn-ins and direct exchanges between the servicing CIF and the individual customer.

c. CENTRAL PROCESSING FACILITY (CPF):

(1) Ensure OCIE sizing/measurements section of USAREUR Community Automation System (UCAS) is accurately filled out for each Soldier.

(2) Ensure Soldiers have a copy of assignment orders on hand when reporting to the CIF for in-processing.

(3) Ensure Soldiers have the clothing records from their previous duty station with them for CIF in-processing.

(4) Ensure Soldiers fill out a transferable items form.

(5) Ensure timely appointments are made through UCAS for all in/out-processing Soldiers.

d. COMMAND:

(1) Commanders and supervisors have a broad scope of responsibility which includes managing and controlling the equipment issued to members of their command.

(a) Inspect and inventory all OCIE issued to the Soldier.

(b) Ensure all issued OCIE is properly used and maintained.

(c) Ensure OCIE is protected from loss, damage or destruction.

(d) Initiate timely investigations into the circumstances surrounding the loss, damage or destruction of OCIE and return completed Reports of Surveys to supporting CIFs.

(e) Ensure inventories are conducted and documented when appropriate.

(f) Ensure unit OCIE clothing records are properly maintained.

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(2) Everyone responsible for property must obtain proper clearance to turn-in property or transfer responsibility before departing the command. For equipment damaged through other than Fair-Wear-and-Tear (FWT), a damage statement must be prepared in accordance with AR 735-5, Chapter 14.

(Note: FWT is the impairment of appearance, effectiveness, worth, or utility of an item that has occurred, solely because of normal and customary use of the item for its intended purpose.)

(3) A report of survey must be initiated when negligence or misconduct is involved and liability is not admitted; or when damage exceeds the dollar limitation set by regulations. The CIF will not accept any equipment which indicates the item was damaged through neglect or misconduct of an individual, without a properly processed adjustment document.

(Note: See Appendix B).

7. INDIVIDUAL:

a. Each Soldier is responsible for reporting on time, to the CIF for his/her appointment. It is the responsibility of the individual to ensure that all equipment issued is maintained, clean and in serviceable condition. Soldiers are responsible for familiarizing themselves with the proper method of cleaning and repairing OCIE at their level of maintenance. Any OCIE damaged due to improper cleaning or failure to properly repair an item will not meet the "FWT" criteria.

b. Each Soldier is responsible for ensuring that his/her equipment is properly safeguarded at all times. Any loss or damage of OCIE while participating in alerts, field training exercises, or duty performance (i.e. guard duty) must be reported immediately to their Supervisor or Commander. Individuals are required to replace any missing OCIE immediately and report any losses resulting from thefts or break-ins to their chain of command for further investigation and/or processing.

c. Soldiers are not allowed to make entries (pencil or pen) on their copy of the clothing record. The individual is responsible for obtaining clearance from the CIF prior to Permanent Change of Station (PCS), Expiration Term of Service (ETS), Intra-Theater Transfer (ITT), retirement and/or resignation.

8. UNIT SUPPLY PERSONNEL:

a. Request a copy of the Soldier's OCIE records from the previous CIF, if a Soldier arrives in-country without OCIE records.

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- b. Ensure that every Soldier in the unit properly processes in and out of the CIF.
- c. Maintain duplicate copies of clothing records and ensure that unit supply personnel and Soldiers make no entries, (pencil/pen) on unit copy of clothing record.
- d. Conduct periodic/selective unit level inventories.

(Note: *See Appendix C*).

- e. Ensure that Soldiers departing the unit have conducted a 100% inventory of their OCIE prior to reporting to CIF for out-processing.

- f. Prepare necessary adjustment documents of all lost, damaged or destroyed OCIE issued to individuals.

- g. Conduct, on a quarterly basis, (OCT/JAN/APR/JUL), a face-to-face reconciliation of OCIE records with the CIF.

(Note: *See Appendix D & E*).

- h. Provide CIF with a copy of Unit Commander's assumption of command orders; update CIF files when there is a change of command.

- i. Prepare and forward required signature cards (DA Form 1687) to the CIF.

- j. In those cases in which neither the individual nor the CIF has a Soldier's clothing record, that individual's unit supply personnel will inventory the individual's equipment and provide the CIF and the individual a copy of the manual DA 3645.

- k. Unit supply personnel are responsible for initiating Statements of Charges/Cash Collection Vouchers or Reports of Survey (ROS), IAW AR 735-5.

- l. When ROS are initiated, they must be submitted to the CIF for a Document Number and the PBOs signature prior to submission to the appointing authority for review and further action. All ROS must have the PBOs signature block and appointing authority signature block filled out before processing.

- m. Statement of Charges/Cash Collection Vouchers prepared IAW AR 735-5 by unit supply personnel will consist of one original and five copies. Once the customer receives a document number from the CIF, they will hand carry the Statement of Charges/Cash Collection Voucher to Finance for processing.

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Upon return, the customer can complete their transaction at the CIF.

n. Reproduced copies of DA Form 3645/3645-1 are not acceptable for official utilization.

o. Requisition expendable supplies for the performance of organizational maintenance.

(Note: *See Appendix F*)

9. POLICIES AND PROCEDURES:

a. APPOINTMENTS:

(1) The CIF operates the in/out processing of personnel on an appointment basis.

(2) In/out processing appointments are made by the CPF.

(3) Appointments for issues will be made by the CPF upon arrival of an individual. If unforeseen circumstances preclude completion of service to a Soldier at an appointed time, arrangements will be made to handle any remaining transactions at a later date.

(4) CIFs will be closed during all U.S. Federal holidays, scheduled inventories, and/or as directed.

b. IN-PROCESSING (ISSUE):

(1) All military personnel assigned to units supported by the 104th ASG must in-process through their respective CIF.

(2) All personnel in-processing at the CIF must meet the following criteria in order to be serviced:

(a) Be in duty uniform.

(b) Possess valid military ID card.

(c) Provide one copy of orders assigning service member to their unit, to be retained by the CIF in the Soldiers' clothing record. (Battalions routinely assigning personnel to units within the battalion must provide a copy of the local assignment orders).

(d) Possess copy of personal clothing records from last duty station.

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(e) Aviation personnel must have orders stating that they are on "FLIGHT STATUS" and present evidence that the flight gear was never issued or was turned in at their last duty station.

(f) Emergency Essential Civilians, Department of Defense, Federal Employees ONLY - requiring issue of OCIE for special projects/deployments will provide a memorandum to the CIF from their Commander/Director, as depicted in Figure G-2, Appendix G.

(3) Contractors and AAFES employees must receive authorization from USAREUR G-4 OCIE Point of Contact prior to coming to CIF.

c. OUT PROCESSING (TURN-IN)

(1) All Soldiers assigned to units or elements supported by the 104th ASG must out-process through the CIF with one copy of their Orders and Clearing Papers. Individual Soldiers are not authorized to make an appointment for turn-ins. Appointments are made through the CPF.

(2) Personnel on orders to PCS will retain the following organizational equipment prior to departing for their next duty station:

- (a) Bag, Barracks-1 ea
- (b) Bag, Duffel- 1 ea
- (c) Boots, ICWB-1 pr
- (d) Cook Whites-8 ea (coats, trousers, and aprons)
- (e) Safety Shoes-1 pr
- (f) Drawers, CW-2 pr
- (g) Undershirt, CW-2 pr

(3) Aviation personnel who remain on flying status with proof of "FLIGHT STATUS" orders will retain flight gear with the exception of the Kit Bag, Flyer's; Hood Flyers and Heavy Weight Jacket, which will be turned-in if issued by the 104th ASG CIF.

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(4) Failure to complete a turn-in during the appointed time (due to soiled/missing equipment and/or tardiness) will require the Soldier to return to the CIF for the complete turn-in of OCIE. The Soldier will coordinate with the records section prior to leaving the CIF for a follow-on appointment.

(5) The unit will initiate an adjustment document against an individual Soldier when failing to properly clear the CIF.

d. INTRA-THEATER TRANSFER (ITT): All personnel who PCS as a result of an ITT, must clear the CIF. A copy of the individual's orders must be presented to the CIF prior to clearance papers being stamped. Individuals will keep all items of OCIE issued to them.

e. DIRECT EXCHANGE (DX):

(1) Individual DX is conducted on a walk-in basis, during designated hours, by the servicing CIF. All equipment must be clean, complete, and meet the required standards for exchange.

(2) All equipment must be cleaned prior to DX. Equipment requiring organizational/individual maintenance will not be exchanged and the Soldier will be directed to repair/clean the item as directed in FM 21-15 and TM 10-8400-203-23.

(3) Serviceable equipment will not be exchanged for cosmetic reasons.

(4) The CIF personnel will only DX OCIE due to size adjustments or unserviceable as a result of FWT.

(a) Equipment damaged through other than FWT must be accompanied with an adjustment document IAW AR 735-5.

f. TEMPORARY LOANS:

(1) Units requiring temporary loans will submit a memorandum to the CIF Manager/PBO requesting a temporary loan listing the items required and a full justification with regard to the intended use of the equipment and the dates required.

(a) Temporary loans of OCIE are permitted for training purposes only.

(b) All temporary loans will be for a period not to exceed 30 days.

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(c) Females requiring maternity uniforms must bring a memorandum from their Unit Commander requesting the issue of maternity Battle dress Uniforms (BDUs) or a doctor's statement confirming their pregnancy.

(2) Military Occupational Specialty (MOS) Specific Issues Request:

(a) Require a memorandum from first LTC in the chain of command or designated field grade officer, identifying the items to be issued IAW USAREUR Regulation 710-2-1.

(b) Table 4 CTA 50-900 Storage & Support of Police Gear, requires a letter through the Soldier's Chain of Command to USAREUR requesting supplemental issue. If approved, the unit will fund an initial purchase and the CIF will then stock and support the equipment. IE: Billy-Clubs, handcuffs, etc. These items will be secured under lock and key control at the CIF.

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APPENDIX A

HOURS OF OPERATION: Exceptions are U.S. Federal holidays, scheduled inventories,
and/or when officially directed.

HANAU:

Monday – Wednesday	0730-1130	Turn-Ins by appointment
	1300-1600	Partial issue/turn-in/exchanges
Thursday	0730-1130	Closed for internal operations
	1300-1530	Partial issue/turn-in/exchanges
Friday	0730-1530	Issue by appointment only

GIESSEN:

Monday – Wednesday	0800-1130	Turn-ins by appointment
	1300-1530	DX/partial issue
Thursday	0800-1130	(unit recons, walk ins prior appts, unit DX/partial issues, Statement of Charges, CCV/ROS)
	1300-1600	Closed for internal operations
Friday	0800-1530	Issue by Appointment Only

BAUMHOLDER:

Monday – Thursday	0800-1200	Turn-Ins by Appointment
	1300-1530	DX/Partial Issue
Friday	0800-1200	Issue by Appointment Only
	1300-1530	Closed for internal operations

WIESBADEN:

Monday – Wednesday	0730-1130	Turn-ins by appointment
	1300-1530	DX/partial issue
Thursday	0730-1130	Turn-ins by appointment
	1300-1530	Closed for internal operations
Friday	0730-1530	Issue by Appointment Only

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APPENDIX B

1. ADJUSTMENT DOCUMENTS:

a. This appendix provides examples of the different adjustment documents utilized by unit supply personnel and the CIF to account for lost, damaged or destroyed OCIE items.

(1) Army Regulation 735-5 prescribes policies in preparing and processing these documents.

b. Use the following adjustment documents when applicable for property that is lost, damaged, or destroyed by means other than FWT IAW AR 735-5.

(1) DA Form 4697, Reports of Survey.

(2) DD Form 362, Statement of Charges/Cash Collection Voucher.

(3) Damage Statement.

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APPENDIX C

2. CONDUCTING OCIE RECORD INVENTORIES:

a. The following inventories are required for OCIE issued to Soldiers.

(1) Upon assignment of a Soldier to a unit.

(2) Prior to the Soldier clearing the installation.

(3) When a Soldier is placed in an absent without leave status (AWOL), hospitalized while on leave, extended TDY (defined as 30 days or more), or confined in a military or civilian correctional facility, OCIE should be inventoried and secured. This inventory is required only when the Soldier has not already secured OCIE in unit facilities, authorized on/off-post bachelor quarters (other than troop billets) or family housing.

b. The Unit Commander will appoint an Officer, Warrant Officer or Non-Commissioned Officer to conduct the inventory. The appointed person will:

(1) Make sure the Soldier's OCIE is not mixed with OCIE of other Soldiers.

(2) Prepare two copies of DA Forms 3645/3645-1. Enter the words "inventoried according to DA PAM 710-2-1" in the name block of these forms. Record the items and quantities of OCIE on the forms. Sign and date the forms in the appropriate blocks.

(3) Put the original of DA Forms 3645/3645-1 with the Soldier's OCIE. File the copy in the unit's absentee files; with the Soldier's other DA Forms 3645/3645-1.

(4) Secure the inventoried OCIE in unit facilities.

c. The following procedures are used when a soldier returns from AWOL, hospital, confinement, or extended TDY:

(1) Have the Soldier conduct a joint inventory, with the Commander's designated supply representative, of the property secured during his/her absence.

(2) Have the supply representative prepare adjustment documents for any items for which the Soldier is financially liable.

(3) Have the Soldier sign a release statement posted to the inventory form for items being issued.

(4) Have Soldier go to the CIF with adjustment documents for reissue of shortages.

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d. When a Soldier is dropped from the rolls, hospitalized for more than 60 days, ordered PCS while on emergency leave, confined in a military or civilian facility for more than 60 days, the inventory outlined in paragraph "C" above should be conducted. The Commander's designated supply representative will:

(1) Remove the unit copy of the Soldier's DA Forms 3645/3645-1 from the file. Compare these forms with the inventory forms. Make a list of any shortages or overages.

(2) Report the results of the inventory to the Commander and he will ensure the following actions are taken:

(a) Turn in overages as found on installation (FOI) property.

(b) Account for shortages according to AR 735-5. Document numbers will be assigned by the CIF.

(c) Turn in the Soldier's OCIE to the CIF.

(d) The inventory forms and the Soldier's DA Forms 3645/3645-1 showing turn-in credit will be placed in the absentee file.

(Note: Additional information concerning the handling of property for individuals in the categories described in paragraphs C and D above can be found in AR 700-84, (12-12 through 12-18). DA Pam 600-8, (9-3) as well as procedures found in (9-6) should also be reviewed.

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APPENDIX D

3. QUARTERLY UNIT RECONCILIATIONS:

a. All units will conduct a quarterly face-to-face reconciliation of OCIE records with the CIF. Reconciliations are due on the following months: October, January, April and July. Property Book Officer/CIF Managers are responsible for coordinating the time and date in which the reconciliation will take place.

b. During the face-to-face reconciliation the unit must have a valid/updated personnel roster (alpha roster). Rosters must be in alphabetical sequence, regardless of rank. At a minimum, the roster will contain the rank, full name, duty MOS, social security number and Date Eligible for Return from Overseas (DEROS) of the individual. Any personnel attached/detached from the unit must be listed on the roster. Additionally, a roster of individuals who have departed the unit during the past 90 days will be provided to the CIF.

c. Commanders must have appointing orders on record at the CIF. During absences of the assigned Commander, the newly appointed Commander must provide a set of orders. Commanders are also responsible for providing a valid Delegation of Authority Card (DA Form 1687) for their supply personnel for the purpose of picking up duplicate copies of clothing records.

d. Unit Commanders must inform CIF of the current assignment or transfers of individuals. When a Soldier is transferred from one unit to another unit within the same organization, a copy of the assignment orders must be provided to the CIF. In addition, the unit clothing record must be transferred to the gaining unit.

e. Failure of a unit to comply with the above mentioned requirement will result in the unit being denied DX support from the CIF.

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APPENDIX E

4. PERSONNEL STATUS REPORT

a. On a semi-annual basis (Jun/Dec) a personnel status report of all units will be provided to the CIF.

b. Aviation units must include the following additional information to their reports: number of authorized pilots; number of officers on flight status; number of enlisted personnel on flight status.

(Note: *See Figure E-1*)

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MEMORANDUM FOR Property Book Officer, 104th Area Support Group, Central Issue
Facility, (AETV-HUG-DS) Unit 20193 Box 0001 APO AE 09165

SUBJECT: Personnel Status Report for type unit UIC here

1. The following information is accurate as of type day/month/year here.

Part I (type this for all units):

- a. Authorized strength:
- b. Required strength:
- c. Assigned strength:

Part II (type this for all units):

- a. Number of authorized officer:
- b. Number of assigned females:
- c. Number of authorized cooks:
- d. Number of authorized mechanics:

Part III (Aviation units only type this):

- a. Number of authorized pilots:
- b. Number of officers on flight status:
- c. Number of enlisted personnel on flight status (crew and non-crew):
- d.

2.. The POC for this action is type last name, first name and rank at DSN: XXX-XXXX,
CIV XXXXX-XX-XXXX.

Type Unit Commander's signature Block here

Figure E-1

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APPENDIX F

5. EXPENDABLE SUPPLIES:

a. To provide Commanders and unit personnel with information on expendable components and maintenance kits available to units for the purpose of replacing, repairing and maintaining OCIE issued to soldiers.

b. Expendable supplies required to complete or place an item of OCIE into use will be initially stocked at the CIF and issued to individual during in-processing.

(1) Expendable items, when damaged, unserviceable or lost will be replaced at the unit level IAW DA PAM 710-2-1 (10-2c).

(2) The CIF will not stock expendable items for exchange or accept OCIE missing expendable components.

c. STOCKAGE OF EXPENDABLE CTA 50-900 EQUIPMENT BY UNITS:

(1) Units are authorized to requisition and issue expendable components to the following end items:

(a) Field Pack (Line #H39825) - expendable components: strap, right/left shoulder; webbing; cargo tie-down strap, lower back and waist strap.

(b) Helmet, PASGT (Line #K34733) - expendable components: headband; chin strap; center webbing suspensions assembly and screws. (All bands will be replaced by the unit.)

(c) Aviation Helmet (Line #H53107) - expendable components: pad sets fitting; strap, assembly; chin pad and chin strap.

(2) OCIE maintenance is every Soldier's responsibility.

(3) A complete listing of OCIE repair and maintenance expendable supplies units are authorized to stock can be found in CTA 50-970.

(Note: See your local CIF for more information)

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APPENDIX G

6. AUTHORIZED OMIL ISSUES AND PROCEDURES FOR SPECIAL OCIE ISSUES:

a. This appendix contains examples and guidance in preparing a memorandum for requesting issue of CTA 50-900 equipment.

b. Supply personnel will ensure that equipment issued to Soldiers is recorded on the proper clothing records and is signed by the individual.

c. Request for issue of Military Occupational Specialty (MOS) items and clothing to Emergency Essential Civilians must be done on a memorandum as shown in Figures G-1 and G-2. The individual must hand-carry the memorandum when reporting to CIF.

(1) Request for issue of MOS items to Soldiers.

(Note: *See Figure-G1*)

(2) Request for issue of OCIE to Emergency Essential Civilians.

(Note-1: *See Figure-G2*)

(Note-2: *USAREUR Emergency Essential Civilians will draw OCIE and personal clothing items only when notified of deployment for contingency operations unless pre-deployment issue is authorized by the commander. At completion of the operation, OCIE will be turned in to the CIF. Commander of the unit to which the Emergency Essential Civilians are assigned or attached will verify that the individual is deploying.*)

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MEMORANDUM FOR Property Book Officer, 104th Area Support Group, Central Issue
Facility, (AETV-HUG-DS) Unit 20193 Box 0001 APO AE 09165

SUBJECT: Request for Supplemental Issue of MOS Specific Items

1. The following individual is working full-time in the MOS and requires that type MOS
last name, first name, SSN here be issued supplemental OCIE.
2. Please issue the required MOS specific equipment, as stipulated in USAREUR Regulation
710-2-1, table 2.
3. The POC for this action is the undersigned at DSN: XXX-XXXX or CIV: XXXXX-
XX-XXXX.

Type your Unit Commander's signature block here

Figure G-1

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MEMORANDUM FOR Property Book Officer, 104th Area Support Group, Central Issue
Facility, (AETV-HUG-DS) Unit 20193 Box 0001APO AE 09165

SUBJECT: Request for Issue of Organizational Clothing and Individual Equipment (OCIE)
to Emergency Essential Civilians

1. Request that: type pay grade/rank. last name, first name, SSN, organization be issued ,
USAREUR Emergency Essential Civilians OCIE for use while type office/unit name
participating in type operation in type location.
2. The individual is aware that the authorized Emergency Essential Civilians OCIE issue is
a mandatory minimum issue and cannot be broken down or issued separately one at a time.
Individual will receive all OCIE listed in Table 3 of USAREUR Regulation 710-2-1.
(Doesn't include personal clothing.)
3. Once OCIE is verified and signed for, the individual named above assumes full
responsibility and liability for any loss or damage other than FWT to the equipment.
4. Individual will report to his/her CIF appointment on time with a copy of their orders and
a valid military ID in their possession prior to being issued OCIE.
5. At the completion of assignment/deployment the individual named above will return all
OCIE to the issuing CIF.
6. The POC for this action is the undersigned at DSN: XXX-XXXX or CIV XXXXX-XX-
XXXX.

Type your Unit Commander' s signature block here

Figure G-2

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Notes:

d. CIF must have a written request from the first rank of 0-5 in the Chain of Command or a designated Field Grade Officer, stating, the individual is working full time in the MOS field and is exposed to the environment that requires the protection provided by this equipment.

e. Coveralls, CVC, Army Green will be issued until exhausted. It is being replaced by Coat, Combat (ABDU) and Trousers, Combat (ABDU).

f. USAREUR Emergency Essential Civilians will draw OCIE and personal clothing items only when notified of deployment for contingency operations unless pre-deployment issue is authorized by the commander. At completion of the operation, OCIE will be turned in to the CIF. Commander of the unit to which the Emergency Essential Civilians are assigned or attached will verify that the individual is deploying.

g. In accordance with Army Regulation 700-84, paragraph 3-7, specifies the procedures for obtaining personal clothing items for DOD civilians and contractors who are required to wear only clothing and footwear during field exercises or while accompanying the force in support of contingency operations. Individual's unit of assignment and attachment is responsible for funding personal clothing requirements.

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APPENDIX H

7. Equipment Serviceability Standards for OCIE:

a. Cover, Helmet Camouflage: Rips and tears render the item Code H Must be clean and free of dirt, grease, or paint. Small holes around the surface do not render the item Code H. No repairs will be made above the organization level.

b. Helmet, PASGT: Must be clean and free of dirt. Inside suspension must be clean and grease free. Outside surface will be complete and coated with the appropriate color paint. Look for unauthorized use of hardware, cracks, and chips. The suspension in the helmet is DS maintenance; however, the user must remove all grease, oil, or dirt. Inspect for split or cut rubber edges, chipped paint, loose or missing hardware, and raised fibers or nicks, scratches and surface cuts. Helmets are not required to be completely painted.

c. Suspenders, Individual and Trousers: Must be clean and free of dirt, grease or any type of contamination, such as adhesive tape marks, or other foreign matter. Buckles, snaps, and fasteners do not need to be subdued but must be serviceable and present.

d. Belt, Individual Equipment: Must be clean and free of dirt, grease, or other types of contamination. All parts will be present and undamaged. Discoloration is normal.

e. Liner, Coat: Must be clean and free of dirt, grease, stains, and other contaminants. Look for adhesive tape marks and other foreign matter. Look for indications of bleaching.

f. Overshoe, Rubber: Must be clean and free of dirt and black marks. Skid marks are common but can be removed. Snaps, buckles and ties must be undamaged and present. Snags, cuts, and chips are common on bottoms. Holes will not be patched. Sole and heel dressing must be removed. Check for surface painting and coating.

g. Bag, Barracks: Must be clean and free of dirt, grease, or other matter. Tie must be present. Check for rips, holes, or burns. Patches must be applied to the inside. Holes caused by bleach are repairable. Any marking on the bag, barracks must be spray painted over using Olive Drab Green spray paint only.

h. Bag, Waterproof: Must be clean and free of dirt, grease, oil or other contaminants. Check for rips, tears, separated seams, and burns. Look for missing tie cords, loops and mildew. Pinholes will not be patched and are not valid reason for DX/Code H. Any tears/rips less than 1/2 inch will be repaired.

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i. Frame, Pack w/Straps: Must be clean and free of dirt, grease, oil and stains. It must be complete with all straps and buckles. No repairs. Check for bends, cracks in rivets and breaks in structure. Check for missing straps or ties. Items missing are unacceptable.

j. Sleeping Bag: Must be clean and free of dirt, grease, oil or other contaminants. Check inside and outside of bags for rips, tears, holes, burns, dry rot, mildew and wetness. Check the zipper for freedom of movement. Check for loose thread in seams. Check snaps and fasteners. Look for loss of filling material. Check for unauthorized cleaning methods; wash machines causes permanent damage to the filling. Items that were improperly washed are not acceptable. Items returning from Quarter Master Laundry will be checked. Burns caused by the QM Laundry will not be accepted. Iron-on patches are authorized. Glues and adhesives are not authorized and are not acceptable.

k. Coveralls, summer: Must be clean, free of dirt, grease, oil and paint. Some paint and oil stains are permanent and are acceptable. It must be odor free. Look for loose, missing, or broken seams. Check that zippers are operational, and pull-tabs are present. Inspect all pockets for rips, tears and holes. All holes will be repaired at DS level. Oil, grease and paint stains are FWT. Check for buttons. Look at cuffs, seat, elbows and knees for frays and wear marks.

l. Gloves, Leather Work: Must be free of dirt, grease, and oil. QM can launder them. Look for rips, tears, holes, worn palms, loose seams, and broken or missing adjusting straps. Check for shrinkage. Worn, stained, or poor appearance does not render this item Code H.

m. Bag, Duffel: Must be clean and free of dirt, grease, oil, or other contaminants. Look for dry rot and mildew. Item cannot be personalized for turn-in.

(Note: The procedure if personalized for unit deployment is that the bottom of the bag, duffel will be spray painted with either flat black or O.D. green spray paint. The bottom of the bag, duffel is the only authorized place for marking, any other markings on the bag will not be accepted. Holes must be patched.

n. Blanket, Wool: Must be clean and free of dirt, grease and oil. Look for rips, tears and rot or mildew. It must be 62 inches long and 58 inches wide. Look for bleach stains.

o. Canteen, Plastic: Must be clean and free of dirt and marks. Look for cracks, grooves and warps. Insure that threads are serviceable.

p. Cover, Canteen: Must be clean and free of dirt, grease and stains. Look for damaged or missing parts. Check for rips or tears, holes and burns. Holes 1/2 inch or less must be repaired.

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q. Cup, Canteen: Must be clean no dirt, rust, or stains. Check for dents, abrasions, grooves and discoloration. Ensure the handle is secure and no indication of leakage is evident.

r. Case, First Aid: Must be clean and free of dirt, grease, and oil. Check for damaged and missing parts. Check snaps. Look for frayed areas. Small holes 1/4 inch must be repaired.

s. Case, Small Arms: Must be clean and free of dirt, oil and other contaminants. Look for damaged or missing parts. Check for rips, tears, and frayed areas.

t. Carrier, in trenching Tool: Must be clean and free of dirt, oil, grease, paint and marks. Check for rips and tears, damaged or missing items. Small holes and tears are not acceptable. Burned areas are not repairable and require an adjustment document.

u. Entrenching Tool: Must be clean and free of dirt, rust, cracks, dents, abrasions and blunted edges. Ensure that rivets and pivot pins are tight and secure. Entire surface must be coated with dull black paint.

v. Mat, Sleeping (SGI): Must be clean and free of dirt, grease, oil, and stains. Look for holes, rips, and tears that penetrate the entire thickness of the mat. Items will be repaired using repair kit provided with mat.

w. Parka, Gore-Tex: Must be clean and free of dirt, grease and oil. Check for rips and tears, damaged snaps, zipper, missing drawstrings, dry rot and fraying. Minimal fraying and discoloration are acceptable. All names will be removed from the sleeve of the Parka, Gore-Tex to include any sew on rank on the pull the dot fastener located on the front of the jacket.

x. Trousers, Gore-Tex: Must be clean and free of dirt, grease, and oil. Look for rips, tears, worn areas, missing or damaged belt loops, buttons, snaps, zippers, drawstrings and leg straps. Check for soiling and dry rot. Small holes and rips will be repaired.

y. Parka, Wet Weather and Trousers, Wet Weather: Must be clean and free of dirt, oil and grease. Check for holes, rips, tears, dry rot, and mildew, damaged drawstrings, zippers or missing velcro. Small holes or tears must be repaired on the inside. Tears and holes over 2 inches will not be repaired.

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APPENDIX I

8. Quarter Master Laundry:

Locations:

QM Laundry Baumholder:

BLDG 8329 on Smith Kaserne Baumholder

Telephone number: 485-7127

Facility Hours of operation are 0900-1700. Closed on all German Holidays.

QM Laundry Friedberg:

BLDG 3620 on Ray Barracks in Friedberg

Telephone number: 343 - 3115

Facility Hours of operation are 0900 - 1700. Closed on all German Holidays.

QM Laundry Hanau:

BLDG 15 on Pioneer Kaserne in Hanau

Telephone number: 322 -- 9424

Facility Hours of operation are 0800 - 1600. Closed on all German Holidays.

QM Laundry Wiesbaden:

BLDG 1220 on Wiesbaden Airbase

Telephone number: 0611-505-6846

Facility Hours of operation are 0900-1700. Closed on all German Holidays.

9. List of items that can be washed or dry-cleaned at the QM Laundry:

Laundry

BAG, BARRACKS

TROUSERS, FOOD HANDLER

BELT, INDIVIDUAL EQUIPMENT

COVER, HELMET CAMO

HOOD, BALACLAVA

COAT, DESERT CAM

TROUSERS, CW

SUSPENDERS, TROUSERS

UNDERSHIRT, CW

COVER, HELMET DESERT

APRON, FOOD HANDLER

COAT, DENTAL

COVERALLS, UTILITY

HAT, DESERT

NECK GAITER

COVER, CANTEEN

PARKA, CW

SLEEP SET, NEW

DRAWERS (C/W)

CASE, FIRST AID

FIELD PACK, NYLON

CAP, DESERT

COVER, FIELD PACK DESERT

TROUSERS, DESERT

SMOCK, DENTAL

COVERALLS, CVC

HAT, DESERT TROUSERS, DENTAL

COAT, FOOD HANDLER

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Dry Cleaning

BERET, MEN'S

GLOVES, SHELLS ICW

LINER, CW COAT

GLOVES, INSERTS, ICW

GLOVES, FLYERS

DRAWERS FLYERS

TROUSERS, COMBAT (ABDU)

JACKET CVC/AIRCROWMAN CW

UNDERSHIRT FLYERS

COAT, COMBAT (ABDU)

JACKET, FLYERS

* Customers are welcome to suggest any improvements to upgrade our operational standard. Customers with specific problems not covered by this SOP; please contact the undersigned at DSN 323-3873, CIV 06181-180-3873, FAX 323-2208 or E-mail Timothy.Brown@104asg.army.mil, 104th ASG DOL, Supply & Services Division

FOR THE COMMANDER:

Handwritten signature of Robert Kandler in black ink.

ROBERT KANDLER

Deputy to the Commander